



Manufacturing/Plastics Skill Standards Checklist

CERTIFICATION AREAS COMPLETED:

____ Core Abilities and Safety

Select One or More Primary: 1 Required

- | | |
|----------------------|--------------------|
| ____ Casting | ____ Laminating |
| ____ Coating | ____ Molding |
| ____ Expansion/Foams | ____ Reinforcing |
| ____ Extrusion | ____ Thermoforming |

Select One or More Secondary: Optional

- | | |
|----------------------------|----------------|
| ____ Decorating | ____ Finishing |
| ____ Fabricating | ____ Machining |
| ____ Other (Specify) _____ | |

____ A minimum of 900 work hours

Student Name _____

School District _____

YA Consortium _____

YA Coordinator _____

High School Diploma/GED/HSED

Date Received _____

**Total Hours
Employed**

Company Name

Phone #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Instruction for the Worksite Mentor

The Skill Standards Checklist is a list of competencies (tasks) to be achieved through mentoring at the worksite.

- Each competency has three levels.
- The worksite mentor should rate each competency as the student acquires and demonstrates the skill.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and the student should go over the checklist together on a regular basis (at a minimum every 9 weeks) to record progress and plan future steps to complete the required competencies.

Please sign this page if you have been a mentor, trainer or instructor of this student.

CERTIFICATION: I certify that this student has successfully completed the competencies required in my department.

_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Mentor/Trainer Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Instructor Signature	_____	Printed Name
_____	Department	_____	Date Signed
_____	Instructor Signature	_____	Printed Name
_____	Department	_____	Date Signed

Core Abilities

Required

Core abilities address broad knowledge, skills, and attitudes that go beyond the context of a specific course. These standards are not taught in specific lessons. These are the employability skills that are critical for success in the Manufacturing industry.

RATING:

3 = Consistently displays this behavior

2 = Often displays this behavior

1 = Rarely displays this behavior

		<u>Score</u>		
1.	Communicates clearly with supervisor and others	3	2	1
2.	Acts professionally	3	2	1
3.	Learns effectively	3	2	1
4.	Manages self responsibly	3	2	1
5.	Plans for changes (flexibility and adaptability)	3	2	1
6.	Plans for personal and professional growth	3	2	1
7.	Works productively	3	2	1
Safety				
*8.	Recognizes safe and unsafe procedures	*3	2	1
*9.	Demonstrates proper safety procedures	*3	2	1
*10.	Demonstrates or can describe process to be followed at the worksite to report and treat injuries and accidents.	*3	2	1

**All competencies in this section must be rated 2 or higher
All * items must be completed at a 3 rating**

Comments: _____

Fill in Primary Process _____	Type: _____ (Select from list on page 8)
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RATING:

3 = Able to perform entry level skills.

2 = Limited skill; requires instruction and close supervision.

1 = Familiar with process but unable to perform task with entry level skill.

	<u>Score</u>		
1. Prepare material per specification (A-1)	3	2	1
* 2. Check safety requirements (A-2)	3	2	1
* 3. Install tool (A-3)	3	2	1
* 4. Enter setup data (A-4)	3	2	1
* 5. Verify setup (A-4)	3	2	1
6. Perform start up inspection (A-6)	3	2	1
* 7. Start up machine (A-5)	3	2	1
8. Make process adjustments (A-7)	3	2	1
* 9. Apply work instructions (B-1)	3	2	1
10. Add materials (B-2)	3	2	1
11. Remove product from machine (B-3)	3	2	1
12. Monitor output and quality (B-4)	3	2	1
13. Maintain process parameters (B-5)	3	2	1
14. Request machine tool maintenance and repair as needed (B-6)	3	2	1
*15. Record data (production quality) (B-7)	3	2	1
16. Quality raw material (C-1)	3	2	1
*17. Quality product to standard (C-2)	3	2	1
18. Perform visual inspection (C-3)	3	2	1
19. Knowledge of capability studies (C-4)	3	2	1
20. Calculate control charts (C-5)	3	2	1
21. Measure product (C-6)	3	2	1
22. Shut down machine (A-8)	3	2	1

	<u>Score</u>		
*23. Remove tool (A-9)	3	2	1
24. Perform joining/assembly operations (D-1)	3	2	1
*25. Perform deflashing operations (D-3)	3	2	1
26. Reclaim materials (D-5)	3	2	1
*27. Prepare packaging (F-1)	3	2	1
*28. Pack product (F-2)	3	2	1
*29. Apply documentation (F-3)	3	2	1

All competencies must be rated at a level 1 or higher

All * competencies must be rated at a level 3

COMMENTS: _____

Fill in Secondary Process _____	Type: _____ <small>(Select from list on page 8)</small>
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RATING:

3 = Able to perform entry level skills.

2 = Limited skill; requires instruction and close supervision.

1 = Familiar with process but unable to perform task with entry level skill.

	<u>Score</u>		
1. Prepare material per specification (A-1)	3	2	1
* 2. Check safety requirements (A-2)	3	2	1
* 3. Install tool (A-3)	3	2	1
* 4. Enter setup data (A-4)	3	2	1
* 5. Verify setup (A-4)	3	2	1
6. Perform start up inspection (A-6)	3	2	1
* 7. Start up machine (A-5)	3	2	1
8. Make process adjustments (A-7)	3	2	1
* 9. Apply work instructions (B-1)	3	2	1
10. Add materials (B-2)	3	2	1
11. Remove product from machine (B-3)	3	2	1
12. Monitor output and quality (B-4)	3	2	1
13. Maintain process parameters (B-5)	3	2	1
14. Request machine tool maintenance and repair as needed (B-6)	3	2	1
*15. Record data (production quality) (B-7)	3	2	1
16. Quality raw material (C-1)	3	2	1
*17. Quality product to standard (C-2)	3	2	1
18. Perform visual inspection (C-3)	3	2	1
19. Participate in capability studies (C-4)	3	2	1
20. Calculate control charts (C-5)	3	2	1
21. Measure product (C-6)	3	2	1

	<u>Score</u>		
*22. Shut down machine (A-8)	3	2	1
*23. Remove tool (A-9)	3	2	1
*24. Pack product (F-2)	3	2	1
*25. Apply documentation (F-3)	3	2	1

All competencies must be rated at a level 1 or higher

All * competencies must be rated at a level 3

COMMENTS: _____

Primary and Secondary Processes

Primary Processes

<u>Process</u>	<u>Type</u>
1. Casting:	simple, film, hot-melt, slush, static, rotational or dip
2. Coating:	extrusion, calendering, fluidized-bed, electrostatic-bed, electrostatic power gun, transfer, knife, roller, dip, spray, metal, brush
3. Expansion:	low pressure molding, high pressure molding, casting, expansion-in-place, spray
4. Extrusion:	profile, pipe, sheet, film, blown-film and filament, injection blow molding, extrusion blow molding, extrusion coating, extrusion wire covering
5. Laminating:	low pressure, high pressure, layering
6. Molding:	compression, transfer, reaction injection, reinforced reaction injection, injection, liquid resin
7. Reinforcing:	matched die, hand layup, spray layup, rigidized vacuum forming, cold-mold thermoforming, vacuum bag, pressure bag, filament winding, centrifugal, blown-film, pultrusion, cold stamping/forming
8. Thermoforming:	straight vacuum, drape, matched-mold, pressure-bubble plug-assist vacuum, plug-assist vacuum, plug-assist pressure, solid phase pressure, vacuum snap-back, pressure-bubble vacuum snap-back, trapped-sheet contact-pressure, air-slip, free, mechanical

Secondary Processes

<u>Process</u>	<u>Type</u>
1. Decorating:	coloring, painting, hot-leaf stamping, plating, engraving,
2. Fabricating:	mechanical adhesion, chemical adhesion, mechanical fastening, friction fitting
3. Finishing:	solvent-dip, polishing, flame polishing, buffing
4. Machining:	sawing, filing, drilling, tapping, threading, turning, milling, induced friction cutting, thermal cutting

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[illegible]